

JOB DESCRIPTION
Project Administrator: SeaFood Age
Vacancy Ref: N1933

Job Title:	Project Administrator: SeaFood Age	Present Grade: 5
Department/College:	Lancaster Institute for the Contemporary Arts (Design)	
Directly responsible to:	Dr Emmanuel Tseklevs	
Supervisory responsibility for:	None	
Other contacts	<p>Internal: Colleagues and students in ImaginationLancaster, Lancaster Institute for the Contemporary Arts and the Faculty of Arts and Social Sciences, together with colleagues in other faculties, Research Support Office and other relevant university actors.</p> <p>External: Partners and stakeholders in the SeaFood-Age project, professional bodies, employers, business organisations, local and UK government organisations, academic and research networks</p>	
Major Duties:	<p>SeaFood-Age is a transnational joint effort (Funded by EU INTERREG) aimed at creating solutions towards healthier ageing and a circular economy seafood sector. To reach its goals, the project will: - design sustainable, healthier, safer, high-quality ready-to eat (RTE) seafood products to meet the 65+ adults' needs and reduce food loss, - produce eco-innovative packages exploiting natural resources and byproducts to meet 65+ adults' requirements, - design smart predictive labels to aid retailers to reduce food waste while optimising quality and safety, and to support ageing consumers to make better-informed RTE seafood choices, and - develop competencies for innovation and accelerate the pace of embedding the circular economy principles into the seafood sector.</p> <p>The major duties of the project administrator are:</p> <ol style="list-style-type: none"> 1. To provide overall administrative management and support for the delivery of the project. 2. To work very closely with the Lancaster University Project Support Unit (PSU), the academic Investigators and the research associate to support the administrative aspects of the project, such as setup meetings, travel, etc. 3. To create and prepare financial and administrative reports and supportive documentation liaising closely with the PSU. 4. To support communication and engagement as and when necessary with the project consortium in Europe and the UK. 5. Undertake other duties as directed by the PSU and the project investigator at Lancaster University. 	